



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
January 22, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Roger Westman, Steering Committee
David Mobley, Governmental Interactions Committee
Herb Sherrow, Steering Committee
Linda Murchison, Steering Committee
Bill Gill, Point Sources Committee
Dennis Beauregard, Point Sources Committee
Richard Bode, Point Sources Committee
Chuck Masser, Area Sources Committee
Lee Tooly, Data Management Committee
Greg Janssen, Mobile Sources Committee
Dennis Goodenow, Data Management Committee
Garry Brooks, ERG
Linda Cooper, ERG

GENERAL UPDATE

Point Sources Committee

Dennis Beauregard reported that they are continuing to make progress and that the equipment leak fugitive emissions chapter was finalized. They are continuing to review Rule Effectiveness (RE) issues and plan to prepare a paper clarifying the EPA guidance on RE applicability and how states should be using it. Brock Nicholson, who helped develop EPA's RE policy, participated on the last PSC call and provided a simple summary of RE: controls are not always 100% effective. Typically some adjustment is needed and they used 80%, which was arbitrary. Toch Mangat, a PSC member, is developing an options paper that will address integrating current EPA guidance with reasonable applications. The paper will be presented to the Steering Committee and at a conference. The PSC has determined that all states are not using or applying the rule consistently. More consistency is needed in applying the policy, and the goal is to report actual emissions. Roger Westman added that not accounting for equipment downtime when applying RE is less than optimal.

Area Sources Committee

Chuck Masser reported that several chapters are out for external review (traffic markings), Chuck Mann is reviewing a few draft chapters (solvent cleaning, gasoline marketing, and vessel loading/unloading), and an outline is being developed for another (open burning). They have a new co-chair, Carolyn Lozo from California's ARB.

Mobile Sources Committee

Greg Janssen reported that a contractor is working on another iteration of the outline for a chapter on lawn and garden equipment activity that uses a survey as the preferred approach. He explained that this was a fallback like what was done for onroad/nonroad emissions, and census indicators would be surrogates. He said that for the \$25,000 budget, no trailblazing ideas were likely. When asked if this committee had enough reviewers, Greg said they had two familiar with nonroad issues but they could always use more. Chuck Masser volunteered his help. Steve Bromberg asked that all co-chairs notify their committees that if any staff are interested in helping and knowledgeable, please follow up.

Quality Assurance Committee

Bill Kuykendal reported that their main activity now is developing the DARS software. They received the final editions of chapters 1 and 2 for the source document, which is in essence complete. These final editions should be on the CHIEF bulletin board in a month or so. Also, they are out of money. Linda Murchison asked about the status of the software because CARB plans to be a trial group that will use the program. Dale Shimp of CARB expects to use the beta or pre-beta version to compare inventory results with components of inventories.

Data Management Committee

Lee Tooly reported that their committee was also low on funds and had borrowed from the Area Sources Committee. The data model was distributed for external review in November and they are receiving input. Lee will prepare a memo summarizing expected changes, and then they expect to finalize the model, which will be posted on the EIIP home page and the CHIEF bulletin board. The electronic data interchange (EDI) development project through Dyncorp is going okay, and a third contractor, TPMC, is working on the overall prototype design and demonstration after a temporary delay because of a lack of staff support. All three efforts will need to come together around late February or early March.

Lee said the DMC has had e-mail discussions regarding a "crisis in faith" about using EDI. There is no problem with the data model, but they are questioning use of EDI as the standard transfer mode because it is one option available in a repertoire of options. They need the best option for exchanging large data sets on a frequent basis and this should be the preferred default method. They also expect it to be fine that other methods will be used. Linda Murchison asked for reassurance that a final product will be available for California to use if they are to meet the summer of 1998 submittal date. Lee responded that she expects EDI documents to go out in early March to two pilot participants, California and Pennsylvania, and there is nothing to prohibit CARB from proceeding. Lee will not delay the EDI documents and she wants the DMC to fully discuss EDI use. Dennis Beauregard noted that the committee membership had changed and it was valid that some committee members may not be as committed to EDI but they were

committed to EDI as an option, and DMC needs to follow through, use it, and have a success story. David Mobley added the analogy that it is doubtful that "one size fits all" in this case in that he would be surprised if all states used EDI. He said EDI is a preferred technique with a broad base of support and encouraged California to proceed. Also, EPA has promoted EDI to STAPPA/ALAPCO to solve a lot of data transfer problems.

Steve mentioned some additional DMC successes: Lee submitted a proposal to EPA's Office of Information and Research Management (OIRM) that was successful as an innovative program. As a result, OIRM will provide funding to further support the EIIP EDI development program. EDI training will be conducted in the regions using Section 105 grant funds. Free training has also been authorized for EPA Regional Offices through a Department of Defense program for other government agencies. Also, DMC got additional funds to support other groups' use of EDI. Bill added that a project with Canada to enforce North American Free Trade Agreement (NAFTA) sites would also support an exercise with the data model. One protocol encourages using EDI. In addition, a \$40,000 grant was awarded to the Western Governors' Association for the Grand Canyon Visibility Study to develop data interchange between the USA and Canada. An agreement was signed at the end of December, and the EIIP data model will be used.

Lee also reported that the action plan for 1996 inventories mentions using EIIP procedures and says the EIIP data transfer procedures are preferable, but she is not sure there is sufficient motivation to use them by 1998. The committee is pushing hard to have products and documentation out so states can use these if they want. EIIP is on the agenda at the April AIRS conference in Washington, DC, and Lee is soliciting participation from DMC members. An OAQPS presentation will focus on the AIRS reengineering effort.

OTHER BUSINESS

SCC Issues

An issue with source classification codes (SCCs) was raised at the last SAEWG meeting. Many states are using SCCs but support revamping the emission inventory coding system. Because the SCC system has been considered a process system, states often cannot provide data in the form needed because of data used for equipment, activity, and control efficiencies, which is essentially at the device, not process, level. Therefore, rethinking the coding process at the process level was requested with end-use significance given priority. Also recognized was the need for additional detail, and alternatives are being explored. Steve said that it is in the best interest of all parties to work together to resolve these issues and recommended that a subcommittee address these issues to avoid distractions from other committee work. He suggested one member from each committee or perhaps a specialized committee is needed. One option is to put an appeal on the EIIP web page so that anyone interested could follow up. Linda offered to put an item in the SAEWG meeting minutes. Dennis Goodenow offered to help coordinate this if sanctioned by EIIP because CARB has an idea they think will work. David added that Ron Ryan at EFIG received an action item from SAEWG on this and, although it is a data issue, it is in the interest of

all the source committees to contribute to resolve this. All committee co-chairs were asked to add this to their agendas and ask individuals to follow up with Dennis Goodenow.

Funding

Because the FY97 funds have not been released, some committees' work has slowed or stopped altogether. Steve said he had been told for the past 3 weeks that funds would arrive any day, and the Regional Office had said by the end of January. Roger Westman said the amount was known but the funds were not received yet. Steve added good news that STAPPA/ALAPCO had approved FY98 funding for EIIP at the same level as FY97 but this was not yet finalized. The Steering Committee held back a significant amount of FY97 funds because of the uncertainty of funding for FY98.

Roadshows

Steve reported the following were scheduled: January 29, Region 3 (Philadelphia); February 11, Region 2 (New York); and February 12-13, Region 1 (Boston). After these, presentations will have been done in 7 of the 10 regions.

Software for Documents

Steve noted some confusion among co-chairs about which software to use for documents after the previous discussion about changing from WordPerfect Version 5.1 to 6.1. He stressed not to convert documents prepared using 5.1 to 6.1 because time to convert a document should be avoided. However, any new documents started should be done using 6.1, which makes converting documents into Adobe Acrobat much easier.

Printing Documents

The date for printing a hard copy of documents finalized to date needs to be pushed back. This will include all chapters completed, and Steve would like all introductory chapters to be completed for this. He had hoped Volume I would be done by mid-February, but this was not likely given the current funding problem. Mid-March is the new target. Dennis Beauregard said that Point Source Chapter 1 was considered a living document and this might be a problem. Steve responded that this printing did not mean a document could not be revised after this, and if finalizing chapters was a problem this could be discussed at the next call.

Reviewing and Finalizing Documents

Steve stressed the importance of getting good review of EIIP documents, and not sloughing this off. Although errors will still slip through, he asked that committee members make this a priority and not rely on others to review their products. Also, he asked all co-chairs to help correct discontinuities between versions on the CHIEF BBS and the EIIP home page. Specifically, external review drafts should be posted on CHIEF but final documents should be on the EIIP home page. For new documents submitted to be posted on the CHIEF BBS, include a "read me"

file stating what the file contains. He added that EIIP documents on the CHIEF BBS and EIIP home page get over 100 hits per week, which is good.

Mailing Lists

Steve asked all committees to update their mailing lists and particularly e-mail addresses. These should be sent to ERG so their lists can be updated and distributed.

STEERING COMMITTEE

The next EIIP teleconference call was scheduled for Tuesday, February 18, at 3 p.m. EST. The call-in number is (919) 541-1590. Discussion about the fall A&WMA emission inventory conference was postponed till then.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
March 18, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Herb Sherrow, Steering Committee
Carolyn Lozo, Area Sources Committee
Chuck Masser, Area Sources Committee
Dennis Beauregard, Point Sources Committee
Bill Kuykendal, QA Committee
Ron Ryan, EPA
Garry Brooks, ERG

GENERAL UPDATE

Data Management Committee

Since no one from this committee was available for the call, Steve Bromberg gave a summary of what items were active. Steve indicated that the committee is planning on having a significant presence at the national AIRS conference, which is in April of this year. Committee members will be making presentations on the EIIP data model and information transfer protocol, and future plans of the committee. Steve commented that the committee had been trying to identify an on-site administrator for the interim database the committee plans to establish to support the data submittal pilot study. Lee Tooty thinks she has found a person for this position. Steve also stated that a message had been sent to the EPA regional offices regarding the availability of free EDI training sessions through the Department of Defense (DOD) training group. Herb Sherrow confirmed that Region 6 had gotten this word.

Quality Assurance Committee

Bill Kuykendal summarized activities of the QA Committee. Bill stated that due to the lack of FY97 EIIP funds, work by the committee on the QA source document had pretty much been suspended. When the new funds are released, only minor work will be needed on one chapter of the document to get it to a final status. Work on the DARS software project that this committee is overseeing is proceeding but they are short of funds for completion. Approximately \$7,000 additional funds are projected to be needed to complete the project as originally scoped.

Area Sources Committee

Chuck Masser reported on the progress of the Area Sources Committee and activity to start two new chapters for the area sources volume. He commented that several chapters had been

finalized as well, including autobody refinishing and gasoline marketing. Chuck stated that the committee is still planning and evaluating what to do in terms of allocating FY97 funds to specific committee tasks. They have a good idea of what existing activities need to continue with part of the funds; however, it is not clear yet what new activities may be initiated. Chuck added that the committee was also interested in preparing some papers for the inventory conference, but no specific topics were mentioned.

Point Sources Committee

Dennis Beauregard provided the summary status report for the committee. Dennis reported that the point sources chapter on wastewater treatment had been finalized. With the completion of this chapter, the committee now has chapters 2,3,4, and 5 in final form. Work on Chapter 1 is continuing. Dennis reported that there is a lot of interest within the Point Sources Committee to participate in the 1997 AWMA/EPA emissions inventory conference in Raleigh. The committee hopes to present technical papers on available emission factor tools and how to select tools needed for inventory development (contact is Ralph Patterson of Wisconsin), on the hot-mix asphalt chapter and its use (contact is Bill Gill of Texas), and on the use of some EIIP methods in a state-run pilot study (contact is Bill Gill of Texas). Work is also proceeding on a committee paper on rule effectiveness that could be a candidate for presentation (contact is Toch Mangat of California). Dennis reported that an FY97 funds work assignment for point sources was still being drafted and should be into EPA contracts soon.

OTHER BUSINESS

Funding

Steve Bromberg summarized the status of the FY97 EIIP funds. The funds have been released for use but they were placed in the incorrect accounting bin within EPA and cannot yet actually be used for work assignments. Steve was told that the mistake should be corrected by March 19. When writing work assignments, the committees will be holding back some of the funds for the new EFIG contract that will not be in place until after September 1997.

AWMA Emissions Inventory Conference

Steve emphasized the importance of the conference for the EIIP and encouraged all committees to get their paper abstracts in as soon as possible. He requested that members of the data management and QA committees consider submitting papers for the conference. A comment was also made that EPA and Lockheed-Martin are trying to submit a paper for the conference on the CD-ROM project for which AP-42 and EIIP guidance materials will be combined on one CD-ROM.

SCC Subgroup

Ron Ryan reported on the activities and progress of the Data Management Committee subgroup that is evaluating the current source classification code (SCC) system. Ron stated that the group had had two conference calls thus far. The first call was well attended, with approximately 30 people participating. States, regions, industry, and EPA was represented. The group is trying to set up a regularly scheduled monthly call day and time. They are now using the second Monday of each month but this will likely change. Currently, the core group is trying to determine its mission and goals and identify key issues and questions for consideration. They expect to prepare and deliver a paper for the fall inventory conference.

EIIP Update

Steve indicated that once the FY97 EIIP funds are in place, the publication of the *EIIP Update* would resume. The goal would be to get the first issue out in April. The next committees to be featured in the *Update* are the point and area source groups. These committees should generate some materials for use in the *Update* and make them available within 6-8 weeks. The target publication time for this next *Update* would be early June.

EIIP Volume Printing

Steve reiterated his goal of a large-volume printing of EIIP volumes this fiscal year. All committees should examine where they are in the process of finalizing chapters and look to get all they can done by July 1, 1997. July 1 will be the deadline for being included in the printing. All materials available by this date will go into the printing process, and the goal is to have the volumes completed and ready for public distribution by the end of September 1997.

Responding to External Questions

Steve summarized the issue of who within the EIIP should respond to questions that come in from outside sources. It is possible that EPA, the source committees, or ERG could provide the appropriate answers to the questions. The current ERG work assignment budgets do not have funds for very extensive work in responding to outside questions. The committees and EPA WAMs need to be aware that questions may be referred back to them for response. The Steering Committee will look further at this point and issue some guidance at a later date.

Committee Mailing List

Steve reminded everyone that they need to get all changes to the committee mailing list into ERG on a timely basis so that the overall EIIP list can be kept current.

Use of Chat Rooms

Steve commented that there had been some confusion over the point raised in the previous call on the use of web page "chat rooms" as a means to receive and respond to questions and engage in dialogue on EIIP and other inventory issues. After some investigation, the use of chat rooms, as commonly applied on the Internet, will not be feasible or used for EIIP. Instead, there are public forums on the EPA homepage that can be set up to serve a similar purpose for EIIP. The use of

this forum is being pursued for EIIP and it will take a couple of months to establish. It is likely that EFIG staff will perform the screening function for items coming through the forum.

NEXT CALL

The next co-chair conference call was scheduled for Tuesday, April 15, at 3:00 p.m. (EDT). The call-in number is 919-541-1591.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
April 15, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Herb Sherrow, Steering Committee
Roger Westman, Steering Committee
Dennis Beauregard, Point Sources Committee
Chuck Mann, Area Sources Committee
Greg Janssen, Mobile Sources Committee
John Slade, Data Management Committee
Ron Ryan, EPA
Garry Brooks, ERG
Linda Cooper, ERG

GENERAL UPDATE

QA Committee

Bill Kuykendal was out sick, but Steve reported that a new work assignment was in place for this committee to finish their documents. Garry Brooks reported that the DARS work is still on schedule and informal testing should begin soon.

Mobile Sources Committee

Greg Janssen reported that he is developing a new mobile sources work assignment. At this point, there will not be an EIIP mobile sources paper at the October AWMA conference because he could not convince his contractor to prepare one. Also, the lawn and garden equipment emissions project had to be extended to a July 10 completion date.

Point Sources Committee

Dennis Beauregard reported that the PSC had issued a new work assignment and they expect to start two to three new source category chapters. The PSC is trying to finalize Chapter 1 pretty quickly, though some committee members are just reviewing it for the first time. This is because they had wanted to keep Chapter 1 as a working document as long as possible because of issues like rule effectiveness (RE) being addressed. Dennis sent a memo to his committee regarding his findings (not the committee's consensus) on the RE issue. He essentially reported there was no "magic bullet" to resolve the RE issue raised by PSC members. For further

information on the work underway to address the RE issue, follow up with Dennis or Toch Mangat of the PSC. The PSC is also trying to wrap up work on several chapters including those on semiconductors, surface coating, paint and ink manufacturing, metals production, and oil and gas field production and processing.

Data Management Committee

John Slade reported that their work on transfer of emission inventory information has moved from the development phase to drafting implementation guidelines to implement electronic data interchange (EDI). They are working with contractors (TPMC and Dyncorp) on this. The California Air Resources Board will do a demonstration project this summer to transfer data using EDI to EPA's database system, and Pennsylvania will do a second demonstration project. Data transfer is expected to be completed this fall. If the transfer process goes well, more EDI training will be scheduled. An EDI demonstration was scheduled at the end of the AIRS conference, and 30-40 people had signed up. Two additional EDI training sessions are scheduled, with the first in Chicago for Region V in April. If this goes well, additional training sessions will be scheduled.

Steve added that many calls and comments had been received on a recent EPA memo about data management and future AIRS plans. EPA Headquarters had a conference call with the Regional Offices on this topic. Apparently the regions had not talked with their states about these issues. There seems to be a lot of misunderstanding and apprehension with the concept of changing data systems. Herb Sherrow commented that he had gotten feedback from users in two states with concerns about AIRS support being discontinued. Direct users will not be left high and dry, but there are a lot of concerns. One option mentioned was using an Oracle system that can provide a run-time package with a host of capabilities to transfer and use Oracle files. Herb added that this EIIP group is familiar with this subject and discussing it at a sophisticated level, but some states are still using keypunch machines. This perspective should be considered--many states hooked into AIRS do not have PC access. Therefore, making a good presentation at the AIRS conference on the value of EDI is important. Steve also added a couple issues to be aware of: Lee Tooty is trying to find someone to serve as the on-site database manager. The other is a funding problem: grant money cannot be used to fund this as hoped and EPA has not found a way to spend the money allocated with those who can do the work. This does not affect the prototype work, just EPA's in-house work.

Area Sources Committee

Chuck Mann reported that the Area Sources Committee had their conference call the previous week and was in the process of defining topics for future sections to develop this year. This committee will spotlight the new particulate matter (PM) standard, because this is where the need is and they have exhausted the major VOC sources. PM source categories under consideration are: fugitive dust from paved roads and unpaved roads, wildfires, accidental burning, construction, or material handling and quarrying. The existing chapter on residential wood combustion and the open burning chapter (in preparation) also include PM emission factors. Chuck added that for some proposed categories, they may not be able to add much and such sources would be dead ends. Steve noted that it would be useful to know which sources fell into this category for whatever reason. Chuck noted that some research was needed to determine which

sources to pursue or not. The question was asked that if nothing more were available beyond AP-42 emission factors, what more can EIIP add? The point was made that EIIP can go above and beyond applying emission or activity factors. Dennis responded that they can add value with activity factors.

Also, Chuck reported that he had accumulated comments on the PSC RE paper and that he would assemble these and send them to Dennis or Toch, since Dennis noted that incorporating the comments will depend heavily on the organization and content of Toch's paper.

OTHER ISSUES

Fall Inventory Conference

Steve asked how many had submitted abstracts and who planned to make presentations. He knew of one for the CD-ROM project linking AP-42 and EIIP documents, and another from the source classification code (SCC) subcommittee. Dennis reported that the PSC had submitted several abstracts on selecting emission factors, but he was not sure how many and had not seen any. John thought Lee was working with ERG and TPMC on an abstract for DMC work, and thought Bill Benjey had received two abstracts. The Area Source Committee had submitted two abstracts. Chuck reported that Mike Fishburn had submitted an abstract on evaluating methods for graphic arts. Discussion followed regarding whether this was enough. Garry recommended checking with John O'Connor to find out how many had been received to determine if more were needed, and adding a list of these to these minutes.

SCC Issues

Ron Ryan reported that the SCC subcommittee is still getting started and defining their mission. During their meeting the previous day, the scope of work was discussed, specifically which data elements to pursue and which were off-task. They decided to use a contractor to document the group's efforts and help define the universe of what codes are needed--essentially a conceptual first phase. Steve asked if there was a consensus on the use of existing SCCs or some modifications of them. Ron responded that using the existing structure SCCs had not come up, but they had discussed what information needs to be accounted for. They are considering starting with existing SCCs, and then amending them with some portion of other coding systems (e.g., RACT/BACT/LAER codes). Another point made was that if a new scheme was developed, a cross-reference system to the existing SCCs would be needed.

Innovative Awards Application

Steve reported on this application submitted previously for EIIP. Steve was notified that 1,500 applications were received and that EIIP's was not in the top 100. He thanked all who had helped, commenting that it was a worthwhile effort.

EIIP Update Newsletter

Steve reported that because of EIIP's funding problems, preparation of the next issue had been delayed till late March. However, ERG is now working on this and trying to get it out by the end of April.

STEERING COMMITTEE

The next EIIP teleconference call was scheduled for Tuesday, May 20, at 3 p.m. EDT. The call-in number is (919) 541-1590.

EIIP Papers Submitted for the Fall AWMA EI Conference

1. "Air CHIEF CD-ROM Integrates EIIP Documents and EPA Emission Estimation Tools in 1997," received from Dwight Baily. Authors: Dwight Baily, Ann Ingram, and Anne Pope. (Note: EIIP is considered the secondary subject area for this paper for the purpose of session assignment; the primary subject area is Emission Factors.)
2. "An Exploration of the Emissions Inventory Improvement Program's (EIIP) Ink Sales Emission Factor Methodology for Graphic Arts Emissions Estimation," received from Steven M. Fishburn. Author: Steven M. Fishburn.
3. "AIRS Support for the EIIP EDI," received from Chuck Isbell. Authors: Chuck Isbell and Cheryl Furman.
4. "Development of the EIIP Data Model for Purposes of Facilitating Data Transfer Between States and EPA," received from John Slade. Authors: John Slade, Andrew Blackard, Michael Pring, William Benjey, and Lee Tooly.
5. "Prototype Demonstration of Application of the EIIP Data Transfer Format," received from Lee Tooly. Authors: Lee Tooly, John Slade, Bruce Lane, and Dave Soper.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
May 20, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Dennis Beauregard, Point Sources Committee
Cyril Durrenberger, Steering Committee
Bill Gill, Point Sources Committee
Bill Kuykendal, QA Committee
Chuck Mann, Area Sources Committee
Chuck Masser, Area Sources Committee
Lee Tooly, Data Management Committee
Ron Ryan, EPA
Garry Brooks, ERG
Linda Cooper, ERG

GENERAL UPDATE

Point Sources

Dennis Beauregard reported that the PSC had their teleconference the previous week and they discussed two new categories. One was grain processing. Dallas Safriet, the AP-42 contact for emission factors on this topic, participated in their discussion and recommended that the PSC wait 1 to 2 months on this effort until a draft AP-42 section on the category was sent out because little new material would be available if they start now. The second topic was plastics processing, on which no work at EPA is underway. The PSC discussed whether value could be added because although this category does not represent a large part of the emissions inventory, it is a toxics source. The PSC expects to start only this effort because just completing their many unfinished chapters by September 30 was realistic in this timeframe.

The PSC is still discussing the rule effectiveness (RE) issue. Dennis drafted a strawman memo that was controversial because obtaining a consensus on the issue is becoming difficult. The PSC is forming a subcommittee on this topic and are seeking participation from other EIIP committees. Dennis said that Toch Mangat volunteered to chair this subcommittee and discussion followed regarding various concerns and questions. Dennis said he thought it best to turn this issue over to those who want to pursue it, and for this group to report back to the Steering Committee. Cyril Durrenberger asked about developing a new term, and stressed the importance of taking RE into account when developing VOC inventories. He emphasized the importance of considering all opinions and developing a consensus, and he recommended a set of issues be

identified. Dennis said that had been the goal of his memo, but there was also a minority viewpoint. Dennis added that a consensus may not be possible because of other complicating factors and because of majority and minority views and difficulty in finding common middle ground. Dennis noted there was support for new people to get involved and concern that those now involved have as much as they can handle. Steve added that he had sat in on the PSC calls, reviewed their correspondence, and encouraged involving new participants. Cyril requested feedback from others, like Bill Gill, Linda Murchison, and Roger Westman. Steve asked that Steering Committee members think about how to get others involved, because the same participants are discussing the RE issue and are making the same comments. Steve recommended distributing Dennis's strawman memo and Toch's paper to those on the Steering Committee distribution list for more discussion.

Area Sources Committee

Chuck Mann reported the ASC had their conference call at the end of April and their next was May 29. They completed the traffic marking chapter and will post it to the EIIP home page. They are trying to determine what they can accomplish before September 30 with the resources available because ERG does not have the capacity to do everything. Unspent funds would come to Steve for Steering Committee use. Steve said he needs to position the funds and know how much to put on the new contract. Chuck said they plan to finish their draft chapters in process, especially those on asphalt paving and open burning depending on review time needed. They also want to revise the residential wood burning chapter and have minor changes to others, mainly information about PM-10 and PM-2.5. ERG will do research and develop a memo summarizing the findings and it expects most of the work to be moved to the next fiscal year. Steve recommended not starting what cannot be finished. Chuck also noted that Mike Fishburn's paper for the October AWMA emission inventory conference would be supported by the work assignment. Chuck noted they were not adding a substantial number of hours, and that the Steering Committee could borrow next year if necessary, like was done last year.

Quality Assurance Committee

Bill Kuykendal reported their QA document is essentially completed except for a technical edit of Chapter 3. An electronic version was put on the new version of the CD-ROM being issued that includes AP-42 and the FIRE database. The new AP-42 CD contains integrated hypertext links so that if users click on a term in an EIIP document, they are linked to the AP-42.

Their other major activity is on the DARS software. A pre-beta version was scheduled to go out the following week. This project is on schedule and they hope to have everything operational and be through all testing at the end of July. Because of the inventory push at the end of June, they expect to have DARS ready at the same time.

Data Management Committee

Lee Tooty reported no new activities had begun but the DMC was continuing with other work. They hope to have a prototype demonstration using EDI technology at the upcoming EPA Emission Inventory Workshop.

SCC Subcommittee

Ron Ryan reported they had been without funding, but now they are funded. A work assignment was signed the previous week, and uses EIIP funds. This group is meeting every 2 weeks, and they are having someone do the minutes of these meetings. Steve asked for a report on if their dialogue was leading in a particular direction and, if so, what.

Mobile Sources Committee

Greg Janssen sent a correction by e-mail after receiving last month's minutes that they contained an error and he was not preparing a work assignment.

OTHER BUSINESS

Publication of EIIP Chapters

Steve reminded the committees that the target date to submit final chapters to be published is July 1. He asked about publishing this through the Government Printing Office with an EPA report number, and would this upset anyone, especially STAPPA/ALAPCO. This was not viewed as a problem as long as the document(s) were attributed to the EIIP and used its logo.

Rule Effectiveness

Steve asked if EIIP should continue to deal with RE and similar issues. Consensus at the STAPPA/ALAPCO meeting was that this is a good forum for state and local input into EPA decisions, but that they may need to find a better way. He asked the Steering Committee Members to think about it.

Keeping EIIP Current

Steve stressed the importance of keeping EIIP documents current. Their focus has been on ozone-related issues, but emerging issues such as toxics and fine particulate matter may need to be a higher priority.

Fall Inventory Conference

Steve reported that three papers had been identified last month for the EIIP session at the AWMA October meeting. Five were listed in the last teleconference minutes, but that the SCC revamp project, "Changing the Method of Source Classification" (by David Holman and George Woodall of PES and Ron Ryan of EPA), had not been listed. He asked Garry Brooks to check with John O'Connor about this to learn if 6 papers were enough since typically there are 8 to 10 per session. He noted that a half-day EIIP session would be useful and that Anne Pope would prefer that the CD-ROM paper be in the EIIP session.

World Wide Web Page

Steve noted that EIIP policy has been that only final documents should go on the EIIP web page with an exception for the Data Management Committee. He asked for opinions about including draft documents on the EIIP web page. Ron responded that anything for EIIP should be on the EIIP web page and that not having draft documents there could be a problem. Steve recommended including both draft and final documents in contrast to the earlier procedure. Ron noted that posting drafts on the web site was a communication mechanism. Chuck Masser responded that drafts were posted on the CHIEF bulletin board. No clear consensus on this discussion was reached.

STEERING COMMITTEE

The next EIIP teleconference call was scheduled for Tuesday, June 24, at 3 p.m. EDT. The call-in number is (919) 541-1598.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
September 23, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Dennis Beauregard, Point Sources Committee
Herb Sherrow, Steering Committee
Roger Westman, Steering Committee
Chuck Mann, Area Sources Committee
Chuck Masser, Area Sources Committee
Lee Tooly, Data Management Committee
Bill Kuykendal, QA Committee
Garry Brooks, ERG
Linda Cooper, ERG

GENERAL UPDATE

The status and progress of each of the working committees was reported on followed by a discussion of general interest items.

Point Sources

Dennis Beauregard reported on the activities of this committee. He indicated that there were only a few items to report since the committee's monthly call was scheduled for the following day. He has drafted a work plan for the committee for FY98 with two primary items planned:

1. Re-examine in greater detail the role of PM-2.5 for point sources. Was the committee too hasty in determining that this was an area sources problem? Should point sources produce additional tools and guidance for PM-2.5 issues?
2. Re-examine point source documents produced thus far in terms of the adequacy of their treatment of air toxics issues.

He also reported that to address the rule effectiveness (RE) issue, a subcommittee was formed and there was a special session at the July emission inventory (EI) workshop. At this time, there is no new information to discuss. Toch Mangat is the chair person for the RE subcommittee.

Also, the Point Sources Committee is still evaluating whether to examine rock crushing. Some members of the inventory community, especially from the western parts of the country, are not satisfied with the existing AP-42 factors, which reflect conditions prevalent on the East Coast.

Dennis noted that generally EIIP committees do not develop emission factors and that other relevant information may be available, but that a charge of EIIP was to improve EI guidance as long as they do not develop factors. He expects a report on the issue from ERG at their committee call the next day. He added that the committee is very close to taking on the rock crushing category for EIIP guidance development. Before new factors could be developed, the effects of moisture and humidity must be evaluated, the efficiency of add-on controls must be examined, work is needed to measure emissions after controls from this category, and work pertaining to rock crushing must be coordinated internally.

Chuck Masser asked about which specific toxics were there questions. Steve responded it was the whole list of 188, and this had been raised at a question and answer session at the end of the July EI workshop. Part of the question pertained to the new reporting rule and the 40 or so toxics compounds it contained, but that a large percentage of attendees felt like reporting applied to all 188, not just 40. Dennis and Steve pointed out that Anne Pope would be reviewing some of the point source documents to evaluate the treatment of toxics.

Roger Westman asked a question about the RE attachment to last month's minutes. It raised questions and suggests that a mechanism be set up to address the RE issue. Roger wanted to know what specifically was being done in response to the recommendations and RE questions contained in the minutes. One specific question he was curious about was, how should bias estimates be developed? Dennis responded that he could not answer this and had passed information to Toch Mangat. Steve added that they tried to document what happened at the special EI workshop session, and the subcommittee had not yet been formed at that time. They are not sure where the work of the subcommittee will lead. Right now EPA has some funding to examine uncertainty and RE is one component of uncertainty. Projects to address this are an option. The Southern Appalachian Mountain Initiative (SAMI) program is looking at the same issue and some of what they learn and develop could be applied by EIIP. It is possible that the current RE concept may be modified or redefined.

Area Sources Committee

Chuck Mann reported that Mike Fishburn was trying to finish the graphics arts paper for the AWMA inventory conference, and that he was trying to incorporate printing industry data. Also, their committee is trying finalize several documents by the end of the month. Solvent cleaning has been finalized, and the other chapters they were trying to finalize include:

- C Industrial surface coating,
- C Landfills,
- C Gasoline distribution, and
- C Pesticides.

Only a few drafts remain to be finished. The open burning document is currently under review by the committee. The asphalt paving draft is still being prepared and is not yet available for review. They are trying to get the petroleum vessel loading/unloading document out for external review by the end of September but it is likely to not make it. Also, ERG will deliver a memo on

research and recommendations on PM sources. On their last committee call, the committee was leaning towards not addressing PM sources such as rock crushing and sand and gravel quarrying.

Discussion followed and began with Lee Tooty commenting that categories for which there are no emission factors are not good candidates for EIIP work. Bill Kuykendal encouraged thinking through carefully any decisions to not pursue particulates and other non-traditional ozone precursors. Nonreactives are also of concern. The Agency has stated that new standards and control measures will focus on traditional source categories. Bill recommended considering other emissions such as secondary particles, sulfates, and nitrates, and that thought be given to what is inventoried and how to do it.

Quality Assurance Committee

Bill Kuykendal reported that the committee has wrapped up their document and it is in final form. They had their monthly call and another has been scheduled. Their focus now is to identify areas for QA work in FY98. Their main activity is on the DARS software support system. Some enhancements will be added--mainly making it possible to electronically import commonly used spreadsheets so states can use more familiar inputs.

Data Management Committee

Lee Tooty reported on several items. The Data Model is final, ERG is putting the last touches on it, and it will be published at the end of September. They were not able to include it in the EIIP volume printing because it was not ready at the time needed and they opted not to include an older version. The new version will be available via the World Wide Web site. They are now very busy with EDI development and prototype demonstration activities. The whole committee is participating on their monthly call, and California and Pennsylvania representatives are actively involved on bimonthly calls. Also, they are doing two papers for the AWMA conference, one on the Data Model and one on the EDI development prototype demonstration.

OTHER BUSINESS

AWMA Conference

Whether to have an EIIP meeting in October on the Monday before the conference starts was discussed. Steve reported that interest was not overwhelming. Lee reported that the DMC co-chair is interested, and Bill noted that Tom Ballou was planning to come. Chuck reported an area source representative was unlikely because Carolyn Lozo was doubtful about coming, Mike Fishburn may not attend, and that Jim Wilkinson would probably present Mike's paper. He said Kwame Agyei of Puget Sound was planning to come. Roger cannot come and his agency is sending a newer staff person. Herb is doubtful about attending because it is scheduled so closely to the SAEWG meeting.

Steve suggested another time may be better to have a meeting, and Herb and Roger agreed. Steve decided to not plan on a meeting on the Monday before the AWMA conference. He prefers, and others agreed, that it would be better to have a separate meeting later in the year just to discuss EIIP issues and future directions. The goal of this meeting would be to get as many EIIP committee members as possible, especially co-chairs, to attend.

Steve asked all committees to participate with staffing the EIIP booth at the inventory conference. He reported a number of handouts will be available, as would computers to demonstrate the DARS software and the AP-42/EIIP documents CD-ROM.

EIIP Home Page

Steve reported that redesign of this is underway. He will notify members when it is completed. Now only final documents are on the site and users must look elsewhere for drafts. Some documents have been lost this way. When complete, all chapters will be accounted for; all final and external draft documents will be posted as will titles of those being prepared. He asked all committees to check to make sure all their documents are there and classified correctly. The public forum that has been discussed will be available and linked to EPA's public forum. It will also be linked with 1996 EI page.

New Contracts

Steve noted that new contracts are to be awarded by the end of the fiscal year. Rollover funds are available to keep work active.

EIIP Volume Printing

Steve reported this was to be done before the end of FY97 but, because of delays, this has been rescheduled to be completed in time for the AWMA inventory conference.

FY 98 Budget

Steve stated that \$675,000 has been budgeted, but was unsure when the funds would actually be available, and hopefully sooner than last year. He asked all committees to give him an estimate of funding needed and their plans.

STEERING COMMITTEE

The next EIIP co-chair teleconference call was scheduled for Tuesday, October 21, at 3 p.m. EDT. The call-in number is (919) 541-4328.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
October 21, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Dennis Beauregard, Point Sources Committee
Bill Gill, Point Sources Committee
Bill Kuykendal, QA Committee
Chuck Masser, Area Sources Committee
Herb Sherrow, Steering Committee
Lee Tooty, Data Management Committee
Roger Westman, Steering Committee
Ron Ryan, EPA SCC Subcommittee
Garry Brooks, ERG
Linda Cooper, ERG

GENERAL UPDATE

The status and progress of each of the working committees was reported on followed by a discussion of general interest items.

Point Sources Committee

Dennis Beauregard reported on the activities of this committee, and noted that their committee's monthly call was scheduled for the following day. They completed and posted a final document on surface coatings, which was a major milestone. A new draft document on oil and gas field processing has been circulated for internal committee review. They are still deliberating about a rock crushing document, and may decide to prepare a technical assessment paper, which stops one step short a traditional EIIP guidance document, and would compile the information received so far on the topic. Bill Gill noted that this is a departure from the norm and this approach would take advantage of the information they have collected so far and not throw it away. They have information from the Ventura County and Mojave Desert Air Pollution Control Districts. Linda Murchison added that San Diego County has done quite a lot on this topic, and she will fax a contact name, number, and document titles to the attention of Theresa Moody at ERG, who is compiling the information.

Garry Brooks asked about potential future work activities the committee was planning. Garry noted there were insufficient funds in the current project budget to continue covering the efforts of the staff members supporting point sources. Dennis responded that he needs to check with Steve about the FY98 budget allocation. The carryover funds will last only a short while.

Steve responded he thought there was a fair amount of resources earmarked to continue adequate point source support.

Area Sources Committee

Chuck Masser noted that their last phone meeting was October 16 of the previous week. He reviewed the final documents completed by the end of the fiscal year:

- c Solvent cleaning (Chapter 6)
- c Industrial surface coating (Chapter 8)
- c Gasoline marketing (Chapter 11)
- c Traffic paints (Chapter 14)
- c Landfills (Chapter 15)

Also, the chapter on wood combustion was revised. In addition, work on first drafts of chapters on asphalt paving and on open burning are proceeding, and technical updates on pesticide application and petroleum vessel loading/unloading are underway.

They are discussing PM sources and whether to start working on PM emissions for their chapters. The committee decided to start a new chapter on wildfires and other accidental fires and wait a few months to decide on another one on paved and unpaved roads. Steve added that the EPA emission factor group has discussed how to approach particulates, and emission factors in particular are a problem, but they reached no conclusions. He recommended this committee follow the priorities set by EFIG.

Quality Assurance Committee

Bill Kuykendal reported their call was the previous week. Their main activities for FY97 were completing the QA document, which was included in the EIIP volume printing, and finishing the beta version of the DARS software rating system. The software will be available at the EIIP booth at the AWMA conference the following week, and is available now on one Website for downloading and will probably be available on two more. They also discussed their preparations for the AWMA meeting, so people demonstrating software will have familiarity with it.

As the committee decides how to spend their funds, Bill anticipates they will likely reserve funds to bring the DARS software package to a more finished form that will include some minor "fixes" because there will always be ways to enhance it. They want to encourage use of the software now. After some field use, they will reassess what to do and then decide if they want to invest funds in refinements useful to the user community.

Data Management Committee

Lee Tooly noted that this committee's report was similar to last month's. They are continuing conference calls every 2 weeks with a smaller group and their monthly call with the whole committee. They are continuing work on the EDI prototype demonstration. Efforts are

going well with California, Pennsylvania, and EPA. They are hoping to integrate efforts by the end of December. They are presenting two papers at the AWMA conference, one summarizes the Phase I data model and the other presents their progress on EDI prototype activities. Their work assignments are active through December. Steve asked Garry Brooks if ERG had received a work assignment for DMC support. Garry responded that he knew it had been submitted, but nothing had been received yet.

SCC Subcommittee

Ron Ryan reported their next call was scheduled for the next Monday, and they missed one in October because of the Columbus Day holiday. They have no active work assignment, but do have a small amount of carryover funds for November and December. No other information on progress was communicated.

OTHER BUSINESS

Volume Printing

Steve reported that committee co-chairs should be receiving their copies. Dennis, Lee, and Bill all received theirs. Two copies were sent to each state and one to each local agency. Copies started showing up one at a time, and it was unlikely all copies were mailed at the same time. Steve added that the new documents completed by the end of the fiscal year were not included.

FY98 Budget

Steve reported that since EPA has not received its budget yet, the EIIP budget of \$675,000 has not been received, but they had no reason to believe it would not come through. A reasonable amount of funds were available to ERG in the FY97 rollover. He added that they can borrow funds as done in the past, and if there were problems, this could be discussed. Steve said the FY98 budget contained a reasonable amount, but that funding for FY99 and FY2000 could be problems. He learned that EIIP was not in the FY99 proposed grant allocations and called Roger Westman about more information. Roger said he had no luck getting further information. According to the grant people, it is not too late for funding to be arranged. The STAPPA/ALAPCO meeting was to be the following Saturday and Sunday, and Steve hopes to get an idea from SAEWG on Friday if they will consider EIIP funding. [Note: Subsequent to the call, Roger Westman learned that STAPPA/ALAPCO does support EIIP funding for FY99 and FY2000, with projected budgets of \$475,000 and \$400,000, respectively. Roger has provided to STAPPA/ALAPCO the necessary letters formally requesting the funding.]

December Conference

Steve reported that most members thought they could attend and he had faxed out travel procedures. He asked those planning to attend to submit their travel requests. The local RTP travel per diem of \$86 for hotel rooms should apply. Linda Cooper with ERG is arranging a block of hotel rooms close to ERG offices, where the meeting will be held. Steve wants the agenda to include looking forward to the future and maintaining EIIP's identity if work stops because of a lack of funding. Lee recommended they review EIIP achievements and their funding potential for 1999 and 2000. Steve agreed these were good ideas and noted that they might have a better sense by then about funding from STAPPA/ALAPCO. Linda Murchison and Dennis Goodenow said they had submitted their travel requests but had not received responses yet, but assume they are coming. Bill Kuykendal added he had not heard from Tom Ballou and would call him. Lee said John Slade plans to come and the DMC is hoping additional people would be coming. Steve added that if key committee people want to attend that he is sure their cost can be covered.

AWMA Conference

Steve reported that staffing of the EIIP booth is covered, but that if others attend to please help. The booth will be full and active with two computers for demonstrations of DARS and the AirCHIEF CD, which contains EIIP documents linked to the AP-42. He noted that only seven to nine exhibitors are planned so he expects a fair amount of interest. Many handouts will be available.

Greenhouse Gases

Steve reported that EPA's Climate Change Division (CCD) in Washington has formed an EIIP-like subcommittee that is planning a meeting in RTP the week after the December EIIP meeting. CCD is fully funding these efforts. They plan to prepare a document that could be used to estimate greenhouse gases worldwide and use the EIIP format, and would like their material to become EIIP Volume VIII. Steve said he thought this was acceptable as long as it meets EIIP criteria and undergoes the appropriate review. He is looking forward to cooperation and excited about this prospect. Linda asked if they were seeking EIIP funding. Steve responded no and he would be happy to include an eighth volume if they meet the criteria, but they must fund their own efforts. He does not see this as a long-range commitment.

STEERING COMMITTEE

The next EIIP teleconference call was scheduled for Tuesday, November 18, at 3 p.m. EST. The call-in number is (919) 541-4328.



EIIP TELECONFERENCE MINUTES
Research Triangle Park, North Carolina
November 18, 1997

ATTENDEES

Steve Bromberg, Steering Committee
Linda Murchison, Steering Committee
Herb Sherrow, Steering Committee
Chuck Masser, Area Source Committee
Chuck Mann, Area Source Committee
Bill Kuykendal, QA Committee
Garry Brooks, ERG

GENERAL ISSUES

Steve Bromberg indicated that, because of the low attendance on the conference call, the normal process of going through the activities of the individual working committees would be postponed and the call would just focus on reviewing some general issues that he felt everyone needed to know. Committee progress can be discussed at the December meeting in Research Triangle Park (RTP) and on the next call. The general information issues discussed are listed below.

- c Steve stated that Kathy Weant, the EPA contract Project Officer for the EIIP work assignments, is going to start having monthly project status review meetings for the EFIG contract as a whole and wants representatives from each EIIP work assignment to participate. Steve indicated that unless someone objects, he plans to attend the meetings on behalf of all the EIIP work assignments. This way not everyone of the Work Assignment Managers will have to be burdened with going to the meetings. If any project feedback (positive or negative) needs to be communicated at the status meeting, it should be given to Steve and he will present it. Steve commented that since he and Garry Brooks talk weekly on the status of the program, there are not many things he is not aware of, and as such, he is well positioned to discuss program activities across all projects. No one on the call objected to Steve's proposal.

- C Steve commented that the FY98 budget process was still on track and as far as he knew there was no reason to be concerned that EIIP would not receive the anticipated funds for 1998. Currently, all committees except the QA Committee have sufficient budgets from FY97 carryover funds to easily allow them to work into 1998 until the arrival of the new budget.
- C Steve reported that Roger Westman had been in contact with STAPPA/ALAPCO and found out that the EIIP was on their requested program list for FY99 and FY2000. Steve passed this word on to Jerry Stubberfield in EPA and Jerry indicated that there would not be any problem then for EPA to also include the EIIP on the EPA list of requested programs for these years. Roger wrote a letter to STAPPA/ALAPCO formally requesting the future funding for the program as STAPPA had instructed. Steve commented that the funding level for FY99 and FY2000 was reduced below the amount that would be in the FY98 budget.
- C The next topic discussed was the December meeting for the EIIP that will be held in RTP at the ERG offices. Steve briefly reviewed the planned agenda and explained the rationale for it. He commented that the agenda represented some new ideas that been brought up during the recent Standing Air Emissions Work Group (SAEWG) meeting in Michigan.
- C Steve stated that it was possible that some additional people may attend the December meeting from EPA Region I. Region I had asked their states to review various chapters of the EIIP guidance as a part of a program known as "Adopt-a-Chapter." The states were reviewing the chapters to provide some objective and constructive feedback on the usefulness of the materials from the perspective of someone actually trying to apply them in a state setting. A person from Connecticut had reviewed a chapter and is supposed to be coming down to convey his comments. Steve did not know what chapter(s) had been reviewed. Steve noted that Bob McConnell of Region I had also been invited to participate in the meeting but it was uncertain at this time if Bob would be able to make it.
- C Steve commented that he is strongly encouraging participation in the discussions at the December meeting by everyone involved with the program, including the contractor staff. At the meeting there should be no rank or position and everyone should feel free to speak their mind on program issues. Everyone who will be at the meeting should have useful input.
- C Steve discussed the meeting agenda item for December 3 listed as "Evening Activity." The evening activity is an invitation from Steve for the meeting participants to have dinner at his home. EIIP members, EPA staff, and contractor staff are invited. Steve reiterated that the local people from EPA and the contractor are not necessarily expected to come, but are certainly welcomed. He would like to get a head count from all concerned on who can come as soon as possible for planning purposes.

- c Steve stated that there would not be a co-chair call in December. The call will re-commence in January and information scheduling a call will be sent out at a later date.
- c Chuck Masser requested a list of the people confirmed to be coming to the December meeting. Steve Bromberg promised to send out a list to everyone.
- c Bill Kuykendal asked how much pre-meeting preparation each committee should do in terms of having something prepared to discuss or present at the sessions. Steve replied that preparation of this type was not required. The meeting was intended to be more for spontaneous discussion on program accomplishments and future directions, and he was not expecting committees to come armed with materials or products for discussion.
- c Linda Murchison requested that a map be sent showing directions on how to get to the hotel from the airport and to ERG offices from the hotel. Garry said he would send a map out to all out of town meeting participants.

At this point the call was adjourned.

STEERING COMMITTEE

The next EIIP teleconference call was not scheduled at this time. Steve Bromberg will inform everyone later of a date for the January call.